

Task Code 106: PROCEDURES FOR FIELD/SITE VISITS

PURPOSE

To provide an opportunity for staff to make a site visit and physically observe the project site and the surrounding land uses. To identify potential resource constraints or potential controversial issues and to verify the existing conditions on a project site.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager or Specialist

- Notify the applicant's designated contact that a field visit will occur. Reconfirm that gates (if any) are unlocked and animals (if any) e.g. dogs are a safe distance away.
- Prepare materials for field trip including driving directions
- On the field visit, pay particular attention to existing site conditions and surrounding land uses, take photographs of the project site & surrounding land uses and roads serving the site including short-range views, long-range views, and views from key vantage points, check site against plot plan, verify that all structures are shown and labeled on the plot plan.
- After returning from field trip, download and save pictures into a Microsoft PowerPoint file.
- Place notes regarding the site visit under the Comments tab in KIVA (computer system).